

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON**  
FORT SAM HOUSTON, TEXAS 78234-5014



# **BULLETIN**

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 19**

**12 May 05**

## **Section I. OFFICIAL**

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

### **CASUALTY NOTIFICATION:**

**1 May 05 to 15 May 05—5<sup>th</sup> USA**  
**16 May 05 to 31 May 05—5<sup>th</sup> Rctg Bde**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (MCCS-BEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Processing Branch at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (MCCS-BHR-MI/5-8809)

**ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE**

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**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (MCCS-BJA-AL/1-2373/0485)

**6. UNAUTHORIZED USE/TRESPASSING IN BLDGS 1000, 2371, AND 2372:** In June 2001, Fort Sam Houston entered into a 50-year lease with a private developer, Orion Partners, Inc. for the renovation and reuse of the old Brooke Army Medical Center (BAMC), Bldg 1000, and the south and north wings of the Beach Pavilion Complex, Bldgs 2371 and 2372. These facilities are under the sole care of Orion Partners, Inc. and as such, **entry into these facilities or use of the adjacent parking areas is prohibited.** Questions concerning these facilities may be addressed to the USAG Business Development Office, 1-2761. (MCCS-BBD/1-2761)

**7. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:** IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilian, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for the new year are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (building 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army Medical Department Center and School Security Office will be offering this training on the following dates:

13 Jul 05	0900-1000	Blesse Auditorium
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28 Sep 05	0900-1000	Blesse Auditorium
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The POC for this information is Mr. Lewis, 1-8200/8199. (MCCS-GSO/1-8200/8199)

**8. AMMUNITION INVENTORY CLOSURE:** The Ammunition Supply at FSH and Camp Stanley will be closed for 100% inventory 23-27 May 05. There will be no ammunition issues or turn-ins during that time frame. Business will resume as usual on 31 May 05. The POC for this action is Mr. Charles M. Sneed at 221-4575.

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**9. ETHICS TRAINING: PLEASE NOTE THAT ALL ETHICS CLASSES SCHEDULED FOR EVANS THEATRE AFTER THE 1 JUNE CLASS ARE CANCELLED.** Future Ethics classes will all be scheduled for Blesse Auditorium. As soon as I am able to schedule those classes, I will let you know. For now, the remaining ethics schedule is as follows: The Secretary of the Army has directed all Soldiers and Army civilian employees attend one ethics training session annually. The Ethics Training Schedule for 2005 is set forth below. No reservations are required. Questions may be directed to the Administrative and Civil Law Division, Office of the Staff Judge Advocate, AMEDDC&S and FSH, at 221-2373/0485. This office will maintain sign-in rosters for commanders and supervisors to verify attendance of their employees. You can access the sign-in rosters by opening the Adobe Acrobat Reader and opening the SJA Ethics Roster on the G drive.

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Day</u>	<u>Location</u>
19 May	0900 hrs	1000 hrs	Thursday	Blesse Auditorium
1 June	0900 hrs	1000 hrs	Wednesday	Evans Auditorium
21 June	0900 hrs	1000 hrs	Tuesday	Blesse Auditorium
29 July	0900 hrs	1000 hrs	Friday	Blesse Auditorium

**10. MEN'S BIBLE STUDY TO START: TENDER WARRIOR— 19 MAY 05**

A Tender Warrior is someone who watches out for what lies ahead  
A Tender Warrior keeps his commitments, no matter how painful  
A Tender Warrior has a tender heart beating beneath his armor  
A Tender Warrior understands his responsibility to his wife, children, friends, and country  
A Tender Warrior recognizes that he is under higher orders.

Thursday nights, beginning 19 May  
1830-1930ish

Dodd Field Chapel

Facilitator: CH Edward Maney

POC: Mr. Claudie Simpson, (210) 645-0129

POC: Alternate, Robb Wood (210) 221-5428

**11. SUICIDE FIRST RESPONDER:** The Installation Chaplain's Office would like to extend an invitation to be trained as a "Suicide First-Responder". This training is **currently** offered at no charge. We have room for 15 students. Log on to [www.samhouston.army.mil/chaplain/suicide](http://www.samhouston.army.mil/chaplain/suicide) to register for the program. For more information, contact Robb Wood at 221-5428.

ASIST is designed to help all persons to become more ready, willing and able to help persons at risk. Suicide can be prevented through the actions of prepared "caregivers".

Just as "CPR" skills make physical first aid possible, training in suicide intervention develops the skills used in suicide first aid. ASIST is a two-day intensive, interactive and practice-dominated course designed to help caregivers recognize risk and learn how to intervene to prevent the immediate risk of suicide.

The workshop is for all caregivers (any person in a position of trust). This includes professionals, paraprofessionals and lay people. It is suitable for mental health professionals, nurses, physicians, teachers, counselors, youth workers, police and correctional staff, school support staff, clergy, and community volunteers.

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**12. SPONSORSHIP TRAINING:** Army Community Service(ACS) Relocation Assistance Program will conduct Sponsorship Training for all service members selected to be sponsors. The Sponsorship Training includes:

- Up to date valuable relocation information.
- Information on writing the sponsorship letters.
- Information on how to help the service member and family to settle into the new community.
- A Sponsorship Program Video tape is shown.

The next Sponsorship Training is scheduled for 26 May 2005, 1400-1500, Roadrunner Community Center, Building 2797. To reserve you place call ACS/Relocation Program at 221-2418.

**13. FORT SAM HOUSTONS EXTRAVAGANZA:** ATTENTION NEWCOMERS: MANDATORY Newcomers' Extravaganza for all permanent party in-processing soldiers, LTC and below, within 60 days of their arrival. The next Newcomers' Extravaganza is scheduled at 0900 on 31 May 2005 at the Roadrunner Community Center. Everyone--soldiers, civilians, and family members--will have an opportunity to learn about Fort Sam Houston and San Antonio and participate in drawings, registrations, and social activities. This Extravaganza is the official "Newcomers' Orientation" for Fort Sam Houston. Commanders and supervisors are encouraged to allow soldiers and civilian employees administrative time to attend. Children are welcome at the Extravaganza.

For additional information, call the Army Community Service Relocation Assistance Program at 221-2705/2418.

**14. DOWNTOWN WALKING TOUR:** The Army Community Service Relocation Program and the USO are offering a Downtown San Antonio Walking Tour on 2 Jun 05, 0900 – 1300 hrs. We will meet at the Roadrunner Community Center at 0845 and transportation will be provided to the USO downtown. The tour will include the world-famous Riverwalk (Paseo del Rio), the Paseo del Alamo, Alamo Plaza, HemisFair Plaza, La Villita and, of course, the Alamo. Come and join us!

NOTE: You can register at ACS table at Newcomers' Extravaganza on 31 May 05 or call, ACS, Relocation Program at 12418.

**15. ANTITERRORISM AWARENESS:** AMEDDC&S & FSH Reg 190-5 requires that vehicle registration decals (DD Form 2220), Fort Sam Houston stickers, and expiration tabs be completely removed from privately owned vehicles under the following conditions:

- Sale, transfer or disposal of the vehicle
- Windshield replacement
- PCS overseas or ETS
- Civilian employment termination or transfer to another geographic area

Return remnants of vehicle registration decals, regardless of condition, to the Vehicle Registration Branch, Bldg. 367. Hours are Monday-Friday 0730-1545 (Closed on Federal holidays). For more information, call 221-2570 or 221-9205.

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**FOR THE COMMANDER:  
HQ AMEDDC&S & FSH  
OFFICIAL COPY  
FT SAM HOUSTON, TX**

**OFFICIAL:  
EARNEST C. BRIDGES  
Chief, Human Resources and Administration**

**DISTRIBUTION:  
DB**